



Anna Valley

AV Policy/Record Policy
Version: 2
Dec 21

Record Policy

In order to guarantee records post event Anna Valley have implemented the following policy company wide. This is an optional policy, but Anna Valley will not guarantee the record(s) if opted out.

- All Recorders will have a backup. Every recorder quoted will be quoted with a backup channel to prevent the impact of hard drive or recorder failure.
- All Recorders will have battery backup. This will either be in the form of a UPS or internal batteries, and where possible a secondary power source will be used.
- All events with a Recorder on them will have a dedicated record engineer. The sole responsibility of the record technician will be to setup, monitor (audio & video) and transfer all records. Without the three items listed above Anna Valley cannot guarantee a useable record post event.
- Prior to the event, an agreement will be made between the Anna Valley project manager and the responsible representative from Anna Valley's client as to who supplies a hard drive to transfer the records onto. There are several options:
 - Anna Valley supplies a suitably sized drive at the clients cost
 - The client supplies a suitably sized drive which will be given to the Anna Valley project manager or record engineer before the records are due to begin. Anna Valley will supply a specification for this drive prior to the event.
 - All Recorder drives return to Anna Valley without any content being transferred onsite, and content copied to the Anna Valley storage server.
- Of the above, copying content on site from the original drives to the content drives by the record engineer is the preferred option.

If the final option of returning the recorder drives to Anna Valley is used, these will just be copied, as is, onto the server with no file naming conventions used, unless by prior agreement between the client and the Anna Valley project manager.

All Recorder drives, will be returned to Anna Valley, backed up onto the Anna Valley server and a copy will be held for 2 weeks only before being deleted if the content was already copied onto a drive on site. If the content was agreed to be stored on Anna Valley servers this will be kept for the agreed amount of time, dictated by Anna Valley's client.
- If the content drives haven't been copied to a drive onsite, the Master and Backups will travel back to Anna Valley separately.

The file format that will be used, unless Anna Valley agrees prior to the event with the client is Apple ProRes 422. At 1920 x 1080 25p, 1 minute of record will use 1.6GB of storage.